



TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

MAINE'S FINEST RESORT

January 22, 2016

REQUEST FOR PROPOSALS

Electrical Services – Town of Kennebunkport

Sealed proposals clearly marked “Electrical Services – Town of Kennebunkport” will be accepted at the Town Manager's Office, Kennebunkport Town Hall, 6 Elm Street, Kennebunkport, ME 04046 until 1:30 p.m., Friday, February 5, 2016.

SCOPE OF WORK

The Town of Kennebunkport is requesting proposals from qualified, licensed, full-time electricians to provide on-call services for all Town owned buildings, facilities, and sites. The Contractor will provide electrical repairs, upgrades, installations, and replacements for components of Town facilities and infrastructure on an as-needed basis during the contract period of March 1, 2016 – June 30, 2019.

The purpose of this Request for Proposal (RFP) is to provide interested vendors the necessary information for preparing quotes for Electrical Services that will meet the Town's specific needs. The purpose of the RFP is to award a contract that guarantees response time and rates for the Town of Kennebunkport. The total authorized expenditure limitation under this Contract shall not exceed three thousand dollars (\$3,000.00) for any single job.

The contract will not guarantee a certain amount of hours or annual sum paid.

Proposal Requirements

Respondents should provide complete and current information for all categories. The response to this RFP shall include the following information:

- a. A fee schedule including an hourly rate, material markup price, and any other fees and conditions or documents associated with electrical work. This fee schedule shall include a single hourly rate increase in percentage terms that will take effect July 1 of the contact year, starting in 2017, not to exceed 3.0% of the quoted rate.
- b. A list of no less than two municipal or corporate references from customers for whom you have performed frequent or ongoing electrician's services in the past.
- c. A proposed arrive on-site response time for non-emergency, urgent, and emergency electrical needs. The Town defines emergency as “high health risk or danger or injury or loss of life” and urgent as “risk of property damage or long term health risk.”



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GENERAL DESCRIPTION OF THE WORK TO BE DONE:

- a. All work shall comply in every respect with the Building Laws, Town Regulations, Code Requirements (Town, State, or International).
- b. The selected Contractor shall have and keep in effect during the term of this contract, Commercial General Liability Insurance, Business Automobile Liability Insurance and Workers Compensation Insurance. A copy of insurance certifications shall be submitted to the Town.
- c. The contractor shall obtain and pay for all licenses as may be necessary or required for the completion of the work. The contractor shall complete all building permits as required. Building permit inspection fees will be the responsibility of the Town.
- d. All equipment, materials, etc. specified to be removed from the site shall become the property of the contractor, unless otherwise stated.
- e. All repair work will be left in a clean safe and workable condition.
- f. Contractor shall ONLY repair, replace, upgrade or install work that is instructed.
- g. If there are any questions regarding the work that is to be done, it will be the responsibility of the contractor to contact the designated Town representative and request clarifications before proceeding.
- h. No single job shall exceed \$3,000.00 under the terms of this contract. It is up to the expertise of the Contractor to estimate initial cost of each individual job or project and provide an estimate to the Town representative.
- i. It will be required that the Contractor diagnoses the problem and makes the necessary repairs as soon as possible.
- j. The Contractor must work as quickly and efficiently as is possible. All repairs are to be first class quality.
- k. The Town reserves the right to terminate the contract with a 30 day written notice.
- l. By executing this contract, the Contractor represents that he has familiarized himself with the local conditions under which the work is to be performed.
- m. In the event of accidental site damage, it will be the responsibility of the Contractor to return the site to its original condition at no cost to the Town.
- n. If temporary repairs are needed due to an emergency, the Contractor is instructed to do so at the direction of the Town's designated representative.
- o. All permanent repairs must be made as soon as is possible. This must be done as a minimum within five (5) days after the problem has been diagnosed and approval to proceed has been given.



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- p. It will be the responsibility of the Contractor to leave the area in a clean, "broom swept" state. Contractor must remove all debris generated while making repairs, replacements, or installations.
- q. Contractor is an independent contractor. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the Town. The Contractor is not to be deemed an employee or agent of the Town and has no authority to make any binding commitments or obligations on behalf of the Town except as expressly provided herein.

Evaluation Criteria

Evaluation criteria to be applied in reviewing the proposals may include but is not limited to:

- Proposed fee schedule
- Quality of references
- Response times

PROPOSAL SECURITY: The Town of Kennebunkport reserves the right to reject any or all proposals, to waive technicalities, to award the contract as it feels will best serve the public interest, including proposal that may not be the lowest. It is anticipated that a contract will be awarded within fourteen (14) days after the proposals have been received and that the successful proposer will be required to start work by March 1, 2016.



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BID PROPOSAL_Vendor Information & Signature Page

Vendor EIN #: _____

Vendor Name: _____

Vendor Ownership: _____

Years in Business: _____

Vendor Address: _____

Vendor Phone Number: _____ Vendor Fax Number: _____

Number of Employees: _____

Management person responsible for direct contact with the Town and the services required for this Request for Proposal (RFP)

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Signature of authorized representative

Date

Type or print officer's name: _____



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BID PROPOSAL_Rates & Hours

ON-CALL ELECTRICAL SERVICES THROUGH July 1, 2017

RATES

Regular Hourly Rates Monday-Friday (8am to 5pm) _____ per hour

After Hours Rate Monday – Friday _____ per hour

Weekend Rate _____ per hour

Holiday Rate _____ per hour

Markup of materials above vendor cost (%) _____ %

Annual Hourly Rate Increase (%) after July 1, 2017: _____ %

ON-CALL RESPONSE TIME

Regular hours Monday – Friday _____ minutes/hrs

Urgent (risk of property damage or long term health risk) _____ minutes/hrs

Emergency (high risk or danger of injury or loss of life) _____ minutes/hrs

Number of employees available for emergency calls _____



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BID PROPOSAL_References

REFERENCES

Please list a minimum of two corporate or municipal customers for whom you have performed frequent or ongoing services.

Name of Company	Contact Name	Phone Number

Types of Work licensed to provide:

Low Voltage Installations

Fiber optic/voice data

CCTV

Security Maintenance

Other:
